

City of San José
CLASS SPECIFICATION

Title: Director, Emergency Management U (2341)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Emergency Management	City Manager	Exempt

CLASS SUMMARY

Under administrative direction, performs work at the executive and management level developing, implementing, and maintaining a comprehensive emergency services program for the City of San Jose. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification is unclassified and is appointed by and serves at the pleasure of the City Manager. This position reports directly to the City Manager and, on an operational basis, may report to the Assistant City Manager, Senior Deputy City Manager, or Deputy City Manager. This class is distinguished from the higher level class of Deputy City Manager in that the latter has a higher scope of executive responsibility.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

A Bachelor's Degree from an accredited college or university in public administration, business administration, or a discipline related to the business performed by the department, AND ten (10) years of progressively responsible professional experience that demonstrates proficiency at the management and policy making levels of a corporate or public organization responsible for a complex range of programs and activities, including five (5) years at a management and policy-making management level. A Master's Degree in public administration, business administration, or a discipline related to the business performed by the department is preferred.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California driver's license may be required.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations; knowledge of the principles and practices of public administration pertinent to the control and administration of a major city's population in emergency situations, and of the techniques for employing available resources; knowledge of the principles and practices of disaster preparedness, planning, training, program development and management; engagement with and managing volunteers; knowledge of the particular geography, local emergency/disaster hazards, and emergency planning considerations for the City of San Jose.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other

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people's ideas and thoughts.

- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Leadership - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- Vision/Strategic Thinking - Support, promote, and ensure alignment with the organization's vision and values. Understand how an organization must change in light of internal and external trends and influences. Builds a shared vision with others and influence others to translate vision to action.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Political Skill - In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.
- Social Awareness - Demonstrates the ability to read or sense other people's emotions and how they influence the situation of interest or concern; demonstrates empathy and organizational awareness.
- Knowledge of the functions of various City departments and outside agencies as they impact emergency preparedness and emergency response in the City of San Jose.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Manages, directs, and supervises the preparation of all phases of the City's emergency management plan.	Daily/Several Times
2.	Plans, organizes, directs and evaluates the City's emergency management functions and programs; directs the study and analysis of vulnerability to natural disasters, hazardous spills, biological and chemical attacks, acts of terrorism and response capabilities; develops and implements disaster mitigation plans and programs.	Daily/Several Times

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3.	Oversees and directs the preparation and execution of the Office of Emergency Management operating budget, which may include Federal, State, local, and City funding; manages the departments expenditures; resource procurement and planning, and other related budget and fiscal functions; represents the department in budget hearings before the City Council; initiates strategies for strategic planning.	Daily/Several Times
4.	Directs, supervises, trains, and evaluates staff and their work; makes decisions and recommendations on employment, retention, promotion, and other related personnel actions.	Daily/Several Times
5.	Coordinates and participates in various task forces and special committees.	Daily/Several Times
6.	Confers with and negotiates agreements with public, non-profit and private sector-resource agencies for support to the City in the during response to an emergency.	Daily/Several Times
7.	Directs and supervises volunteer organizations such as the Amateur Radio Operators, non law and fire search and rescue groups and Community Emergency Response Teams.	Daily/Several Times
8.	Represents and confers with County, State and Federal emergency planning representatives in supporting City emergency services activities.	Daily/Several Times
9.	Develops, improves and promotes disaster/emergency preparedness and response programs; organizes and supports self-help programs on emergency planning and preparedness to neighborhoods, school districts, non-profits and business and industry.	Daily/Several Times
10.	Plans, directs and critiques disaster training exercises to test all elements of the City's Emergency Operations Plan (EOP), actions plans, supporting plans; provides related training for City employees and support agencies that meet state and federal requirements.	Daily/Several Times
11.	Equips and maintains a primary and alternate Emergency Operations Center (EOC) and satellite support facilities; schedules regular testing procedures to insure operational efficiency; activates sections of the emergency plan at the direction of the City Manager.	Daily/Several Times
12.	Coordinates emergency management activities with city and county public safety agencies.	Daily/Several Times
13.	Maintains a Recovery Plan that address the appropriate contract, labor account, and purchasing requirements needed for Federal Emergency Management Agency and State Office of Emergency Services requirements for successful reimbursement of disaster related costs.	Daily/Several Times
14.	Facilitates programs that integrate city operations to support emergency management activities, such as GIS, emergency shelter and long term housing, resource management.	Daily/Several Times

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15.	Establishes and maintains relationships with representatives of State and Federal organizations that provide funds and equipment for disaster relief; maintains relationship with neighboring cities and the county to support common response to an emergency and support of mutual aid between agencies.	Daily/Several Times
16.	Assures conformity of City emergency preparedness programs with Federal and State requirements.	Daily/Several Times
17.	Keeps informed of new technology trends and techniques in the areas of emergency response and disaster relief.	Daily/Several Times
18.	Prepares and/or directs the preparation of periodic reports required by City Council, City Management, and County, State and Federal agencies.	As Required
19.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess the ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas; including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY *Created 03/91, Rev. 08/03, Rev. 09/17 (Retitled from Emergency Preparedness Director U); s002*